



JS Wrap Around Care Policy to be read in conjunction with **Safeguarding Policy and Fire Safety Policy**

Breakfast Club

Breakfast club is available for pupils who attend Westbourne Junior School from Pre-school to Year 6.

Pre-school and Reception children will go to Breakfast Club in Pre-school. Year 1 - Year 6 children will go to Breakfast Club in the Junior School dining hall. This can be accessed via the green door.

Breakfast Club runs from 7.30am-8am. At 8.15am Y3-Y6 can go outside to the playground. At 8.30 am Y1 & Y2 will be taken to their classrooms. Breakfast Club is charged at the advertised rate.

We provide a welcoming, safe and secure environment for pupils before the beginning of the school day. Children will be offered a nutritious breakfast at the start of the day in a pleasant and relaxed environment. Children are encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Individual dietary and medical information is available for each child.

We will provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Activities available for the children include colouring, board games, jigsaws and books.

Pupils are provided with the option of toast, cereal, yoghurt and fresh fruit. A variety of drinks are also available. We also cater for all dietary requirements so each child is provided for.

Any medication that children need whilst in breakfast can be accessed in the JS (room opposite office)

To ensure the continued Breakfast School provision during the impact of Covid-19, each year group has been segregated into their respective bubbles, and provided with adequate space while still following government guidelines in regards to safety and distancing measures. Hygiene products are available at all times and staff are provided with appropriate PPE when interacting with pupils outside of their respective bubbles as well as when communicating with parents/guardians during drop off.

Prep

Years 5 and 6 are encouraged to use Prep to complete home learning tasks and independent learning. Children are able to have a drink and snack (before starting Prep which runs 3.45pm - 5.15pm (half Prep is 3.45pm). Individual dietary and medical information is available for each child. Form tutors sign up children for Prep at morning registration and this is available for staff to access for attendance.

Children are continually supervised during Prep and a secure handover to parents/carers is facilitated and witnessed by a member of staff on duty. Staff supervising have access to pupil information, parent contact numbers and school phone.

After School Club - After School Club is available for pupils who attend Westbourne Junior School from Reception to Year 4. Reception children will join Pre-school from 3.30pm while After School Club for older year groups, will be either in the Junior School Hall or in a classroom based within the Neill Building for supervised indoor and outdoor play activities, following the schools principles, values and policies and procedures.

After school Club runs from 3.30pm until 6.00pm and is charged for in half hour blocks at the advertised rate.

All children have an innate desire to play, which is necessary for positive social, emotional and physical development. This fundamentally supports children during their growth as individuals within our school community. Play is a process that is often without direction, freely chosen, and intrinsically driven. This allows pupils to understand their own instincts, interests and boundaries, which further shape them as they progress towards later life. These aspects are supported by our After School Club staff team throughout each session. Facilitating the needs of each pupil to ensure an enjoyable, engaging and safe environment throughout each day.

After school club offers a number of games and activities to provide entertainment throughout each session. In addition, a number of craft activities are available throughout the week which reflect current special events, religious festivals and holidays during the year. These supports and reinforces pupils' learning and cultural understanding. Furthermore, pupils are given the opportunity to complete homework or engage in reading if required. A number of books for all ages are on display for any child who wishes to read and relax.

Children are encouraged to engage with all other pupils in order to promote and build the school ethos during each day, whether this be through board games, imaginative play or outdoor sport activities.

Pupils have access to a multitude of sporting equipment to use in the school's playground area - available at any time throughout the session.

Pupils are provided with the option of freshly prepared sandwiches, vegetable and fruit snacks. These also cater for all dietary requirements so each child is provided for. Individual dietary and medical information is available for each child.

Children are signed in once brought to the After School Club by the member of staff responsible for them during the end of the school day. Parents are expected to phone the After School Club mobile phone when they are ready to collect their child from the school

premises. The pupil is brought by a member of after school club staff to their parent and signed out on the registration sheet.

Pupils should be collected by a named adult in accordance with the pupils registration form. If parents require a non-named adult to collect their child, parents must provide a full name for that individual - who is then required to show a form of viable identification when they arrive for collection.

Parents/carers must not go beyond the 6.00pm finish time as it may be distressing for the children and cause complications for staff travelling home. A charge of £10 is therefore applicable for every quarter an hour (or part thereof) incurred for the late collection of children. Repeated lateness will be referred to the Headmaster and it is likely that this service will be declined.

All children who use the After School Club facilities are required to fill out an After School Club registration form, stating any medical conditions, emergency contact details and people who are authorised to collect the child. This ensures that After School Club staff have the relevant information to hand and to safeguard the children in our care.

We use a half-termly advance booking system for After School Club. However, it is still possible for parents to make changes or bookings on the day in case of emergency or last minute work commitments etc. This can be done by contacting the junior school reception, emailing Mr Bray through bbray@westbourneschool or by speaking directly to After School Club staff when possible.

A letter every half a term is sent for parents to state the days they require. This is to ensure correct staffing ratios for the children are maintained and busier days in After School Club can be planned for.

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